

STANDARD FORM NO. 64

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**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Management Officer, CIA

DATE: OCT 20 1950

FROM : Assistant Director, OSI

SUBJECT: Revision to Table of Organization of Plans and Production Staff, OSI

1. Attached hereto is a proposed revision to the Table of Organization of the Plans and Production Staff.

2. It will be noted that the principle change is the establishment of a Requirements Branch using the slots for "requirements" personnel in the former Production Branch plus one additional clerical position. Other changes are:

a. Deletion of the "SOVMAT" slot from the "Office of the Chief" and inclusion in the Requirements Branch.

b. Deletion of one professional position from the Plans Branch and addition of one clerical position.

c. Minor revisions in grade structure to provide for the types of personnel needed and to present a balanced organization.

3. The changes will result in an increase of two clerical positions and are justified by present and anticipated Staff operations. The increased clerical load placed upon the Staff as a result of the NIS Chapter VII Program, the SOVMAT Project and the increasing tempo of Staff operations in the Planning, Production and Requirements Branches has clearly demonstrated the inadequacy of the present allowance for clerical support. The development of the SIC secretariat into a full time operation will probably require shifting a large part of the Secretarial support from the Assistant Director's Office to the Staff. There is no provision in the present T/O for this change and the responsibility will fall on the new GS-5 secretarial position requested for the Plans Branch.

4. If no increase in over-all OSI personnel ceilings can be considered at this time, adjustments within the office should be made as follows:

**Resources Division:**

Office of the Chief:

Delete: Intelligence Officer - GS-14  
Clerk - GS-4

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5. Since operating circumstances require that the Plans and Production Staff function as described herein and present deficiencies in clerical support are being met by requests for overtime and assistance from other components of OSI, your early consideration of this revision is requested.



H. MARSHALL CHADWELL

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Attach: Proposed Revision of  
T/O for P&P Staff

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1. Org looks on it
2. Don't think they need the clerical slots but don't quibble if F4 is adopted since we'll save money
3. Will have to go to classification as there are "minor revisions in grade structure." as noted -